



DISTRICT COURT
OF THE VIRGIN ISLANDS
BANKRUPTCY DIVISION
CM/ECF Newsletter



www.vid.uscourts.gov

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Are you ready for CM/ECF? The Project Team of the Bankruptcy Division of the District Court wants to ensure that you are. To accomplish that goal, training will soon be provided to help you and your staff make a very smooth transition to the CM/ECF.



What type of training will be provided? The training program will teach participants, free of charge, how to access the CM/ECF application, use an Internet Browser, file bankruptcy cases, adversary proceedings and several other related documents.

Detailed instruction will also be provided into researching an electronic docket and reports available to the electronic filer. There will be discussion as to the software and hardware available for use in conjunction with CM/ECF and basic instruction regarding the use of Adobe Writer.

Our first in series of training sessions will be held on Monday, February 14, 2005 at 4:00 P.M. in the Large Court of the District Court. A Video Connection will be available at the District Court in St. Croix for the benefit of the attorneys there. We encourage you to attend. Among the important issues to be discussed are:

- ☐ A demonstration of the New Electronic Case Filing System
- ☐ A discussion of the Chapter 13 Procedures and Attorney's Fees
- ☐ Future Amendments to the VI Local Rules needed to accommodate Electronic Case Filing

We look forward to seeing you there!



You can start to prepare your office to make the most of the new CM/ECF system. Now would be a fine time to ensure that you have the Hardware and Software requirements in place.

HARDWARE REQUIREMENTS

The minimum requirements of hardware that will be needed to electronically file, view and retrieve case documents are:

IBM Compatible

- ☐ Pentium processor-based personal computer, with 16 MB of RAM (24 for Window NT), with 40 MB of available hard disk space and a Windows 95, 98, 2000, XP or Window NT operating system
- ☐ CD-ROM drive or 3.5" diskette drive (Note: Adobe sells the Acrobat software on CD-ROM only. If you desire diskette software you will need to complete a request form and contact the company directly at www.adobe.com)
- ☐ Modem, 56K or faster (a DSL, Cable or T1 line is recommended)
- ☐ A scanner (one equipped with an automatic document feeder is recommended) to image documents not created in your word processing program

Macintosh

- ☐ Macintosh with a 68020 processor or Power Macintosh, with 16MB of available RAM and 40 MD of available hard disk space
- ☐ Apple system software version 7.1.2 or later
- ☐ CD-ROM drive or 3.5" diskette drive (Note: Adobe sells the Acrobat software on CD-ROM only. If you desire the software on diskettes you will need to complete a request form and contact the company directly at www.adobe.com)
- ☐ Modem, 56K or faster (a DSL, Cable or T1 is recommended)
- ☐ A scanner (one equipped with an automatic document feeder is recommended) to image documents not created in your word processing program

SOFTWARE REQUIREMENTS

- ☐ Adobe Acrobat software 4.0 or later (Acrobat Reader and Acrobat Writer) to convert documents from wordprocessor format to .pdf (Portable Document Format). Another Option would be pdfFactory.
- ☐ A pdf-compatible word processing software such as Corel Word Perfect or Microsoft Word
- ☐ An Internet Service Provider using point-to-point protocol (PPP). It is recommended that your service provider have a minimum connection speed of 56 K

By having the requirements in place you are preparing to enjoy some of the many benefits of CM/ECF which include

- ☐ Reduction of paper, photocopy, postage and messenger costs
- ☐ The ability to receive e-mail notices electronically in CM/ECF cases. This will greatly speed up delivery of notices and eliminate the costs and problems incurred with the current noticing system used by the court
- ☐ Full case information availability to attorneys, parties and the general public through the Internet. This includes the ability to view full text of all documents filed.

WHAT CURRENT USERS THINK ABOUT CM/ECF

"The Attorney's Perspective" is available through the following link: <http://www.uscourts.gov/cmecfvideo.html> This video includes a number of interviews with several user types (i.e. attorneys and trustees) as to the benefits of becoming an electronic filer using the CM/ECF application

Do not forget to visit www.uscourts.gov for additional information on CM/ECF (ABOUT CM/ECF and FAQ's)

A future edition of this newsletter will inform you of our progress toward the implementation of the CM/ECF system in our Court.